

Maxwell Memorial Library Director's Report
Regular Meeting
October 25th, 2021

October, so far, has been eventful (in a good way)! I have 2 staff retirements to announce. Peg Paige, who has been at Maxwell since October of 2006 (15 years), is retiring on December 3rd. Luckily for us, one of our current substitute clerks, Linda Heller, who worked previously at Fairmount and Maxwell, will be taking her hours. Michelle Prieto, who volunteered for us, then worked as a clerk since July of 2020, will retire on November 4th. I have posted a job ad for Michelle's hours, and hope to interview the week of October 25th. Since I started at Maxwell, both Peg and Michelle have been an asset to the team. I will miss Peg's relationship with our patrons, positive attitude, and institutional knowledge. Michelle came in at a tumultuous time, learned quickly, and also formed positive relationships with our members. Both will be missed!

This month, I've also been doing staff evaluations. We've had some good discussions about goals for the coming year, including more children's programming on one Saturday a month, starting up tech classes on a small group basis, and more staff training opportunities. We will have a staff meeting on the 20th, where we'll discuss ideas for training. On the 18th, I'll actually be attending a training on performance evaluations. Rena and I are participating in Naloxone training (opioid overdose) at Betts Branch on the 21st. I'll be virtually attending the CLRC annual conference on the 22nd. Melissa and I will be attending NYLA in person November 3rd through 6th. Staff will also be attending training to prepare for our upgrade to *Polaris LEAP*. *Polaris* is the name of the system we use in the Onondaga Counties to check in and out books, catalog, etc. The interface is new and much improved. The exact date of this rollout hasn't been announced, but we are already using it in preparation. I've scheduled our yearly required sexual harassment training, with the Marcellus library staff, for November 17th.

In really fun building and grounds news, we have completed the cleanup of the basement! At the end of September, I hired the Junk Kings to get into the crawl space area under the adult section (where there's also no light), to clean out the old metal shelving, falling down insulation, and other junk. For \$728, 3 men were here from 8:30 am to 12 pm on Monday the 4th. It's now all set for replacement of insulation by AP Plumbing (not yet scheduled, waiting for materials). The Friends of Maxwell were able to scrap some of the metal. The other side of the basement, under the children's section, has also been cleaned and organized.

We've not yet received a check from the school district. I've spoken to Accounting at West Genesee, who told me it's because they have yet to receive money from the state. They expect it the week of the 25th.

The annual appeal went out on Friday, October 8th. PJ Green printed, folded, and mailed all of them to addresses/labels we provided. It was well worth the cost. I've already received donations, and I'll update you at the meeting with a total so far. Board members have also been hard at work gathering gift cards for our December "Tree of Gift Cards" fundraiser. The Friends bulb sale took place Saturday, October 18th. They are currently running their 50/50 raffle at the

library. The drawing will be October 30th. The Friends also graciously donated pumpkins to our Mischief at Maxwell family program.

Michelle C. has been regularly posting updates to our Facebook and Instagram accounts. If you have either social media, please give our pages a “like” or “follow”. The handle is @maxmemlib. It’s my goal to increase our activity and interaction this way.

Stop into the Community Room to view Katie Deakin’s “Wonderful Wildlife” acrylic paintings, on display through October. Mischief at Maxwell, a family Halloween celebration, will be held at 6 pm on October 28th. If you’d like to help us by carving a pumpkin to be displayed during the event, please let me know! Alyson Esposito’s card and craft classes continue on November 18th. Between the Lines book club will meet on October 25th and discuss *Fifty Words for Rain* by Asha Lemmie. At their November 22nd meeting, they’ll discuss *Maid: Hard Work, Low Pay, and a Mother’s Will to Survive* by Stephanie Land. Both meetings are open to the public, but registration is requested. Melissa is back to doing story time twice a week in person! See her report for more details on this and other youth services news. On November 6th, we are offering a family photography opportunity, with Michelle C. taking pictures for us. Registration for this event filled in less than 1 day.

I’ve updated our staff Handbook (after a review by a lawyer). The updates are mostly minor, including a change in the Family Leave section and increased vacation days for full time employees working at Maxwell over five years. I’ve also finished a new Circulation Policy.

The library will be closed November 11th for Veterans Day. We will close at 3 pm on the 23rd, and remain closed through November 28th for Thanksgiving.

Respectfully submitted,
Alyssa Ali